

EPHS ENGLISH DEPARTMENT SURVIVAL MANUAL

(rev. 11.22.09)

GRAMMAR RULES SUMMARY (GRS)

SECTION	rule #	SECTION	rule #
Capitalization Rules	1-3	Parentheses	48
Fragments and Run-ons	4-5	Quotation Marks & Italics	49-50
End marks	6-10	Punctuating Dialogue and Direct Quotes	51-61
Commas	11-24	Spelling and Word Choice	62-64
Apostrophes	25-31	Abbreviations	65-67
Semicolons	32-35	Agreement	68-80
Colons	36-42	Pronoun Case	81-87
Dashes	43-46	Sentence Construction	88-93
Hyphens	47	Miscellaneous	94

MANUSCRIPT FORMAT (MSF)

ITEM	page #
General Information	MSF 1-2
Sample First Page	MSF 3
Sample First Page with Block Quote	MSF 4
Sample Subsequent Page	MSF 5
Outline Rules	MSF 6
Sample Topic Outline #1 (single-spaced)	MSF 9
Sample Topic Outline #2 (double-spaced)	MSF 10-11

PARENTHETICAL DOCUMENTS and DQ'S (PDQ)

ITEM	PDQ page	ITEM	PDQ page	ITEM	PDQ page
THE BASICS	1-4	9. Quoting Plays	18	D. Corporate Author	29
SECTION ONE: USING SOURCES	5-27	10. Quoting Quotes	19	E. No Author	29
1. Credibility	5	11. Altering Quotes	22	F. More Than One	30
2. When to Use DQ's	6	A. Ellipses	22	G. Editor, etc.	31
3. When to Paraphrase	6	B. Square Brackets	24	H. Part of a Work	32
4. Lead-ins	7	12. Interpolation	25	I. Indirect (qtd. in)	34
5. Incorporating Quotes & Punctuating Them	8	13. Errors in a DQ	26	J. Prose	35
6. Closing Punctuation	11	SECTION TWO: FORMATTING	27-43	K. Scripture	37
7. Block Quotations	13	A. One Author	27	L. Plays	38
8. Quoting Poems	15	B. Two or Three Authors	28	M. Poetry	41
		C. Four Authors or More	28	N. Entire Work	42
				O. No Page	43

WORKS CITED (WC)

	page		page
GENERAL INFORMATION	WC 1-8	THE DETAILS	WC 9-46
Sample works-cited page	WC 2	Section A: Citing nonperiodical print publications (books, etc.)	WC 9
Works-cited formatting	WC 3	Section B: Citing periodical print publications (magazines, etc.)	WC 21
Frequently Ignored Details	WC 4	Section C: Citing Web publications	WC 26
Getting started	WC 5	Section D: Citing additional common sources	WC 41
Types of sources			
Parts of a citation			
Missing facts of publication	WC 7		